

## Extracting Roster Data from PowerSchool for MEA TIDE System (01/19/15)

Purpose of this guide:

To populate class/section Roster spreadsheets for import into TIDE. Please note that Test Administrator accounts must be created in TIDE **before** section rosters are added to TIDE. For steps by step directions on prepping the TA import file please use that guide.

1. Click System (from the appropriate school)
2. Choose Direct Database Export (DDE)

Start Page > System Administrator > Page and Data Management > Direct Database Export (DDE)

### System Administrator

Attendance	
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
Data Management	
Assign New Student Numbers	Replaces student numbers with new ones.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Page and Data Management	Manage/Customize Data and Pages
Photo Management	Import and/or delete student and teacher pictures.
Special Operations	Runs programs affecting the whole system.
Grades	

1. From the dropdown menu, "Current Table", choose CC
2. Within the "Search CC" dropdowns, choose TermID in the first box, = in the middle box and enter your schools current TermID in the third box.
3. Check the box "search only in records belonging to 'your school'".
4. Click search all \_\_\_\_ records in this table (left bottom button)

## Direct Database Export (DDE)

Current Table:	CC (4)
Current Records in Selection:	0
<a href="#">List View</a> <a href="#">Table View</a> <a href="#">Export Records</a> <a href="#">Match Selection</a> <a href="#">Table View Setup</a>	
<a href="#">Select all 91153 records in this table</a>	
Search CC	
TermID	= 2400
	=
<input type="checkbox"/> Search only in records belonging to Carrabec Community School	
<a href="#">Search all 91153 records in this table</a> <a href="#">Search within the current 0 records only.</a>	

## Direct Database Export (DDE)

Current Table:	CC (4)
Current Records in Selection:	0
<a href="#">List View</a> <a href="#">Table View</a> <a href="#">Export Records</a> <a href="#">Match Selection</a> <a href="#">Table View Setup</a>	
<a href="#">Select all 231693 records in this table</a>	
Search CC	
TermID	= 2400
	=
<input checked="" type="checkbox"/> Search only in records belonging to School	
<a href="#">Search all 231693 records in this table</a> <a href="#">Search within the current 0 records only.</a>	

5. Now click "Export Records"
6. Enter the fields below into the box:
  - a. [04]Course\_Number
  - b. [04]Section\_Number
  - c. [01]state\_studentnumber
  - d. [05]email\_addr

Export the 2753 selected records (Table: CC)

[04]Course\_Number  
[04]Section\_Number  
[01]state\_studentnumber  
[05]email\_addr

Field Delimiter: Tab

Record Delimiter: CR

☐ "Surround fields" ☒ Column titles on 1st row

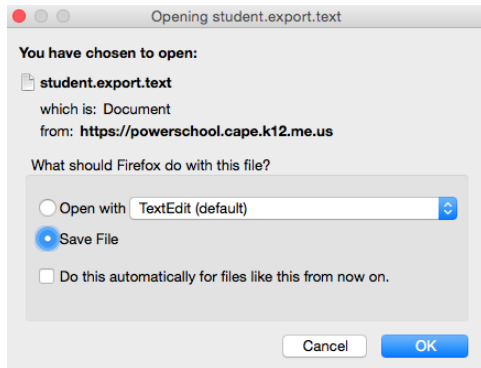
☐ Export DCID

Optional: Sort Field Name	Direction
	>
	>
	>

[Back to Direct Database Export Main Screen](#)

**Submit**

- Click submit. The file may open in a spreadsheet or you may have to copy and paste the contents of the next screen into a spreadsheet. This depends on your local machine preferences.
- Save File and use spreadsheet software (e.g. Excel or Numbers) to extract text file



It should look like below (student data redacted)

	A	B	C	D	E
1	[04]Course_Number	[04]Section_Number	[01]state_studentnumber	[05]email_addr	
2	K8100	K	123456789	jsteward@carrabec.org	
3	K8100	K			
4	K8100	K			
5	K8100	K			
6	K8100	K			
7	K8100	K			
8	K8100	K			
9	K8100	K			
10	K8100	K			
11	K8100	K			
12	K8100	K			
13	K8100	K			
14	K8100	K			
15	K8100	K			
16	K8100	K			

9. After you have copied and pasted into a spreadsheet, or opened in a spreadsheet, you will need to concatenate the first two columns.

10. Insert a column between columns B and C.

11. Select Cell C1

12. Enter: =A1&"-"&B1 and fill down through the entire column. This will combine the course number and the section number with a hyphen in the middle.

	A	B	C	D	E
1	[04]Course_Number	[04]Section_Number	[04]Course_Number-[04]Section_Number	[01]state_studentnumber	[05]email_addr
2	K8100	K	K8100-K	123456789	jsteward@carrabec.org
3	K8100	K	K8100-K		
4	K8100	K	K8100-K		
5	K8100	K	K8100-K		
6	K8100	K	K8100-K		
7	K8100	K	K8100-K		
8	K8100	K	K8100-K		
9	K8100	K	K8100-K		
10	K8100	K	K8100-K		
11	K8100	K	K8100-K		
12	K8100	K	K8100-K		
13	K8100	K	K8100-K		
14	K8100	K	K8100-K		
15	K8100	K	K8100-K		
16	K8100	K	K8100-K		
17	K8100	K	K8100-K		

13. Rename the newly created column Roster Name

14. Highlight Columns A & B and delete them.

15. Insert a new column to the far left and use the header "School ID"

16 . Insert a new column to the far left and use the header "District ID"

17. Type in your District's 4 Digit IRN/ID number\* in cell A2, then fill down. Type your School's ID in cell B2, and fill down.

District/School codes can be found here:

<http://www.maine.gov/education/medms/IDfiles/School/schools09.htm>

18. Rearrange the columns so that they match the headers below\*

A	B	C	D	E
District ID	School ID	User Email	Roster Name	SSID

*\*Instructions for column reordering:*

<https://www.ablebits.com/office-addins-blog/2014/01/23/swap-excel-columns/>

19. Save your spreadsheet in either CSV or Excel format.

20. Your DSA or SC can now upload the spreadsheet into TIDE. Please see the TIDE manual or the quick start Order of Operations Guide on the Maine MEA portal

<http://me.portal.airast.org/>

#### CHANGE LOG

Date	Description of Change